

CIA INTERNAL USE ONLY

Approved For Release 2004/05/05 : CIA-RDP75B00514R000200080007-0

Adm - 13.8

DDS&T-2253/72

28 AUG 1972

STAT

MEMORANDUM FOR: [REDACTED] Contracting Officer

SUBJECT : Delegation of Contracting Authority

REFERENCE : DDS&T-2252/72, dated 28 August 1972,

To: [REDACTED] From: [REDACTED]  
Same Subject

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1. Transmitted herewith is your delegation of contracting authority effective 28 August 1972.

2. This authority is delegated to you subject to the following:

a. You will insure prior to the execution of any contractual document or the issuance of a notice or authority to contractor to proceed that appropriate funds are available for the proposed action and further that appropriate approving officials within ORD, DD/S&T or the Agency have given program approval.

b. You will insure that contractual documents or commitments issued or made by you conform to policy directives issued by the Director of Logistics.

c. You will insure that all contractual commitments exceeding \$150,000 and all overruns exceeding \$22,500 and 15 percent of the original estimated cost of the contract are reviewed with the undersigned prior to execution.

d. You will insure that prior review and approval of the undersigned is obtained before execution of any contractual document, regardless of amount, when the action proposed would be inconsistent with the law, regulations, policy or sound business or security practices.

3. You are requested to advise the undersigned of any matters concerning the execution of contracts under this delegation of contracting authority which in your judgment are significant.

DD/S&T  
FILE COPY

[REDACTED]  
Contracting Officer  
Directorate of  
Science and Technology

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MEMORANDUM FOR: [REDACTED] Contracting Officer

SUBJECT : Delegation of Contracting Authority

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REFERENCE : Delegation of Contracting Authority to  
[REDACTED] from the Director  
of Logistics

1. Pursuant to the authority contained in the reference, contracting authority is hereby redelegated to you as Contracting Officer, effective 28 August 1972, for the Office of Research and Development, DD/S&T. Subject to such limitations as may be established by the undersigned contracting officer or by higher authority, you are authorized to negotiate, execute, administer and settle Directorate contracts for:

a. Research, development and engineering services.

b. Prototype or first follow-on production units of equipment previously developed, when it can be reasonably demonstrated that adequate specifications or manufacturing drawings are not available to permit competitive procurement from other than the contractor who developed the equipment.

2. Except for administrative contracting authority, the authority contained in this delegation may not be redelegated. Administrative contracting authority may be redelegated to those procurement officers approved by the undersigned; provided, however, such administrative contracting authority shall not include the authority to execute changes or amendments to contracts involving increase or decrease in funds or increase or decrease in the scope of work of the contract.

3. As a condition precedent to the exercise of the above contracting officer authority, review by the CIA Contract Review Board and approval by the Director of Logistics shall be obtained for the following proposed contract actions except that the Board may from time to time exempt specific contracts or classes of contracts from such review:

a. All proposed contracts and amendments individually exceeding \$150,000 in value.

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b. Overrun amendments exceeding \$22,500 and also exceeding 15 percent of the original estimated cost of the contract.

4. Referrals to the Contract Review Board. You may submit proposed contracts or amendments to the Contract Review Board regardless of amount when in your judgment the action involves or might involve controversial or policy matters of such significance that prior Board review would serve the best interests of the Agency.

5. Referral to Procurement Division. The Chief, Procurement Division, Office of Logistics, shall be responsible for presenting to the Contract Review Board those DDS&T procurement requests forwarded to Procurement Division for action. In such cases you may act as precontract procurement advisor to the DD/S&T technical officer, when so requested by that office. You may also serve in a liaison capacity to the Chief, Procurement Division, Office of Logistics.

7. Referrals by the Director of Logistics. Primary procurement responsibility for the procurement requirements of each Directorate resides in those Directorate Contracting Officers specifically authorized to exercise contracting authority by the Director of Logistics in accordance with written delegations. Notwithstanding the primary responsibility of each Directorate Contracting Officer, however, the Director of Logistics may transfer procurement responsibility between contracting officers in specific cases when the best interests of the Agency would be served thereby. In every such case the following factors will be carefully considered prior to recommending such action:

SUBJECT: Delegation of Contracting Authority

a. The Procurement Division, Office of Logistics, is charged with the responsibility for the procurement of all Agency-required production and supply type equipment and supplies including first follow-on production. The Procurement Division, Office of Logistics, will therefore normally undertake such procurements except as noted in paragraph 1 b.

b. The Procurement Division, Office of Logistics, is charged with primary responsibility for service contracts for maintenance, repair, modification and spare parts for all Agency equipment common to the use of two or more Directorates or major offices thereof, including associated field engineering and techrep services.

c. The contracting team concept contemplates that contracting officer, technical officer, security officer and auditor will be so integrated into the technical Directorate as to best serve Directorate requirements. The Directorate Contracting Team will, therefore, automatically support the requirements of the Directorate except for those classes of procurement actions described in this delegation or when special circumstances justify alternate courses of action. Such circumstances might include:

(1) Unusual security requirements which dictate that only one contracting officer represent the Agency for all directorates in a given case.

(2) Unusual business circumstances suggesting that the Directorate Contracting Officer having the predominant interest in a particular contractor should represent one or more Directorates in the contracting effort under consideration.

(3) A joint procurement funded by two or more Directorates but technically monitored by one Directorate.

8. Referrals by Directorate Contracting Officer. When circumstances exist which dictate that a particular procurement could be more effectively accomplished by a Contracting Officer other than yourself, you may transfer such procurement action with the consent of the other Directorate Contracting Officer.



Contracting Officer  
Directorate of  
Science and Technology

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